**COURSE TEXTBOOK LIST INFORMATION**

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| ***FACULTY INSTRUCTIONS*** | |  | ***STUDENT INSTRUCTIONS*** | |
| *For each semester taught, faculty should complete and submit a new form each time the course is taught and returned. Forms are due by the first day of registration for a given term.*  ***DESKCOPY*** *– ordered by faculty and adjuncts at a $200 max for 1st time use of text per course.  Please fill out an Expense Reimbursement Form, attach all actual / delivered receipt or invoices, return via email or mail, and this should be reimbursed with your first stipend payment (or next payroll payment)* | |  | *Students may acquire textbooks by ordering online via Amazon or other book retailer and having books shipped to them. Regardless of shopping / ordering method, students may check Cokesbury online for discount on text and certain texts may be sent free delivery.* | |
| **COURSE INSTRUCTOR(s)** | Thomas Hoffman | | |
| **COURSE NUMBER & SECTION(s)** | PCM 367 | | |
| **COURSE NAME** | Organizing to Beat the Devil: Spiritual Practice of Church Administration | | |
| **COURSE SEMESTER & YEAR** | Spring 2024 | | |
| **DATE OF SUBMISSION** | 10/26/2023 | | |

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| |  | | --- | | **REQUIRED TEXTBOOKS LIST** |   BOOK TITLE *and* EDITION  *(include subtitle if applicable)* | | AUTHOR(S) | # of pages *to be read* | PUBLISHER *and* DATE | *13-Digit* ISBN | LIST PRICE  *(est)* |
| 1 | AdMinistry: The Nuts & Bolts of Church Administration | Tumblin, Thomas |  | Abingdon, 2017 | Kindle - <https://www.amazon.com/AdMinistry-Nuts-Bolts-Church-Administration/dp/1426727003> |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
|  | **TOTAL** *Number of Pages to Be Read* | |  |

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| |  | | --- | | **RECOMMENDED TEXTBOOKS LIST** |   BOOK TITLE *and* EDITION  *(include subtitle if applicable)* | | | AUTHOR(S) | # of pages *to be read* | PUBLISHER *and* DATE | *13-Digit* ISBN | LIST PRICE  *(est)* |
| 1 |  | |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |
|  | | **TOTAL** *Number of Pages to Be Read* | |  |